

Patrick N. Millsaps  
*Chairman*

Josh B. Belinfante  
*Vice Chairman*

Stacey Kalberman  
*Executive Secretary*



Hillary S. Stringfellow  
*Member*

Kevin D. Abernethy  
*Member*

Kent B. Alexander  
*Member*

## Georgia Government Transparency and Campaign Finance Commission

200 Piedmont Avenue | Suite 1402 – West Tower | Atlanta, Georgia 30334

(404) 463-1980 | Facsimile (404) 463-1988

[www.ethics.ga.gov](http://www.ethics.ga.gov)

March 21, 2011

### How to Get Started E-Filing (Public Officers and Candidates)

If you are a Public Officer or a Candidate, you should have received **TWO** separate “Filer ID” and “Passwords” via email from the Commission.

The “Filer ID” that begins with the letter “**C**” is used to file your **Campaign Contribution Disclosure Reports**.

The “Filer ID” that begins with the letter “**F**” is used to file your **Personal Financial Disclosure Statement**.

You should use these Filer IDs and Passwords to sign into the Commission’s electronic filing system. Just go to the home page of the Commission’s website at [www.ethics.ga.gov](http://www.ethics.ga.gov) and in the blue bar at the top of the home page: you will see a link to “**E-Filing**”.

When you get to the E-filing page, simply type in your Password and Filer ID and click on **login**. You will automatically enter the E-Filing system where you can complete the required reports.

Tutorials on how to fill out these reports are also available on our website [www.ethics.ga.gov](http://www.ethics.ga.gov). Simply go to “**Education Information**” on the home page of the Commission website and click on “**Education & Information Training**”. Then click on candidate training and you will see a step by step video explaining how to complete your reports on the Commission’s electronic system. You may also sign up for education classes with the Education Division of the Commission. Simply go the on left side of the Commission home page under “**Training Workshops**” to determine when the classes are held. If you attend a workshop, you will be able to receive personal training on filing your reports.

If you need to determine the filing dates for the Campaign Contribution Disclosure Reports or the Financial Disclosure Reports, please go to “**Filing Schedules**” found under the Education Information section of our home page.

You can also call the Commission at 404-463-1980 for education and filing questions.